



U.S. Department of Agriculture

Personnel Security Bulletin #07-03

Subject: End of Year Case Processing – Action Due Prior to September 14, 2007

Subject: End-of-year background investigations requests must be received by the Personnel and Document Security Division (PDSD) no later than September 14, 2007.

Issue: Due to a high volume of investigations requests made at the end of the fiscal year, a cut-off deadline must be set to ensure those requests can be processed by PDSD and received by the U.S. Office of Personnel Management (OPM) by the close of business on September 30, 2007.

Date Issued: July 12, 2007

Effective Date: July 12, 2007

Scope and Effect: This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program.

Supersession: This Bulletin does not supercede any previous guidance issued.

End of Fiscal Year Requests for Investigation

Year-end requests for all background investigations must be received in PDSD no later than **September 14, 2007** to ensure processing to the OPM before the close of business on September 30, 2007.

All requests must be submitted with the required items along with properly completed security forms to ensure prompt processing by PDSD. Incomplete packets will be returned to the submitting agency.

Further Information: For further information, please contact the Personnel and Document Security Division, at 202-720-7373.